

18 January 1973

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

1. Courses

a. Midcareer Course

General Walkers will open the 35th running on 24 January at Headquarters. Thirty students are enrolled in the course; the average age is 37.8 (the youngest yet), the average grade is 13.0, and the average time on board with the Agency is 12.4 years. The substantive portion of the course will begin on 28 January with the Grid being given at the

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b. Orientation for CT Wives

The Career Training Staff presented a special program for the wives of members of the January 1973 Class on the morning of 13 January at the Chamber of Commerce building. Thirteen wives attended. The program included a briefing on Agency organization and the showing of two films, "A Need to Know" and Doctor Kissinger's recent "Twenty-fifth Anniversary Address." Following the films, the wives met with the CT program officers for an informal question-and-answer session. The wives appeared to be most appreciative of the program.

c. Office Management Seminar

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The second running of this four-day course began on Tuesday of this week. [] Fourteen senior secretaries are attending. The two principal guest speakers from the first seminar, Mr. Blake and Dr. Jesse Colson from FSI, are repeating their presentations in this session.

d. Language Training

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The Training Officer from SB Division reports that [] has responded favorably to our idea of an extended total-immersion language exercise for SB Russian speakers. The Language School and SB Division will now begin their planning with the aim of holding the first exercise next fall or no later than the following spring.

e. Summary

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The Christmas hull over, training is in full swing again. Twenty-one courses were in session this week. Four more courses will begin next week, including the third running of the Senior Seminar []

2. Notes

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We are still awaiting word from CSC on the enrollment of [] the Agency's designated Federal Women's Coordinator, in the Federal Women's Symposium

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to be held at Fredericksburg, 24-26 January. When [] called on 3 January to reserve a space, the course was already filled and we were only able to get the first alternate spot. . . . On 11 January we presented a series of briefings by the OTR School and Staff Chiefs for OTR's new clerical personnel especially, as a way of introducing them to OTR, its people, and functions. The program will be given again on 8 February.

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3. Briefings

Five briefings on CIA were given during the week of 7 January including one for the Indian Head Lion's Club and the showing of the film, "A Need to Know," to the McLachlan High School government class.

4. Guest Speakers

Attached is the schedule of high-level guest speakers who will participate in OTR courses during the week beginning 21 January.

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HUGH T. CUNNINGHAM
Director of Training

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**High-Level Guest Speakers
For the Week Beginning 21 January 1973**

<u>Name</u>	<u>Course</u>	<u>Location & Time</u>
	<u>Sunday, 21 January</u>	
Hugh T. Cunningham DTR	CIA Senior Seminar	
	<u>Monday, 22 January</u>	
Edward J. Jones, Jr. Federal Executive Institute	Senior Seminar	- 2130
Paul C. Buchanan Federal Executive Institute	Senior Seminar	1930 - 2130
	Foreign Affairs Executive Seminar Visit to CIA	Hqs., Auditorium 1010 - 1100
William E. Colby Ex. Dir. -Compt.	FAES Visit to CIA	Hqs., Auditorium 1100 - 1145
James C. Bostain Foreign Service Institute, Department of State	Intelligence In World Affairs	C of C, Rm. 902 1430 - 1630
	<u>Tuesday, 23 January</u>	
Edward J. Jones, Jr. Federal Executive Institute	Senior Seminar	- 1500 - 2130
Paul C. Buchanan Federal Executive Institute	Senior Seminar	0830 - 1500 1930 - 2130
Harry C. Eisenbeiss D/CRS	Survey of Intelligence Information Systems Field Trip to CIA Hqs.	Hqs., Rm. 1E-78 1100 - 1130

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